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MAR 1969

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report -- Week ending 28 February 1969

1. Research and Development Activities: We are conferring with officials of the Office of Logistics, Office of Finance, Office of Security, National Photographic Interpretation Center, and the Science and Technology Directorate concerning the establishment of research and development contract staffs in the Office of Research and Development and National Photographic Interpretation Center. The Office of Logistics will propose formally that the functions be transferred from the Office of Logistics to these operating offices.

2. Response to Notice Concerning Senior Secretarial Positions: To date, 79 employees have responded in writing requesting consideration for senior secretarial positions in accordance with [redacted] Approximately 20 of this group have been interviewed and 15 of the 20 determined to be qualified and suitable for consideration against senior secretarial vacancies. 25X1A

The other employees will be interviewed as soon as possible. Responses are tapering off now and we expect that only a few more will request consideration at this time.

3. Exit Processing -- Retirees: We conducted exit processing on Friday, 28 February for 43 retirees. This was the largest number of retirees processing out of the Agency in a given day.

25X1A [redacted]

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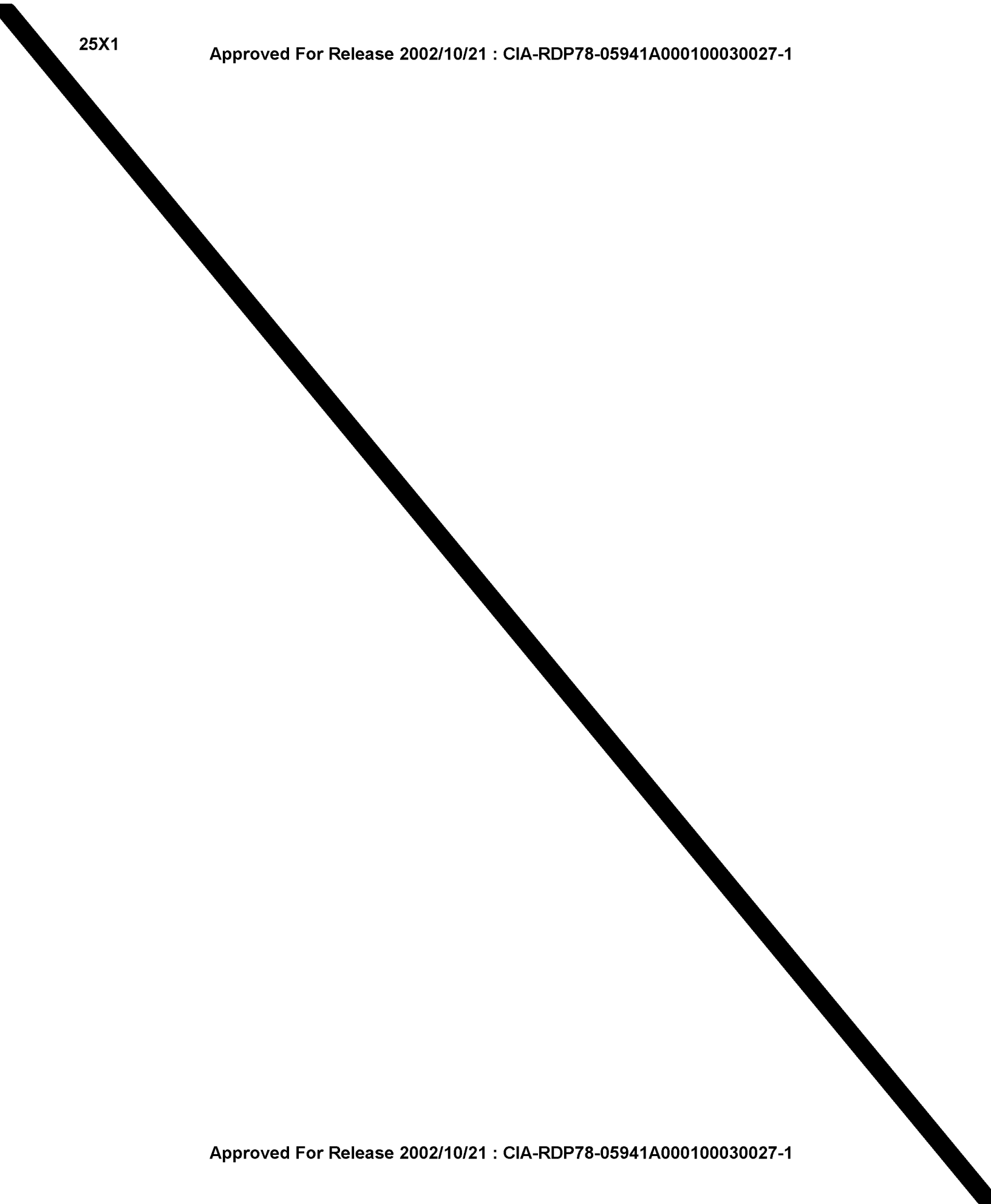

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21 FEB 1969

MEMORANDUM FOR: Acting Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 20 February 1969

25X1A 1. [redacted] Conference: The Director of Personnel and other senior

25X1A Personnel officials met at [redacted] during the period 20 through 22 February. This was a very useful conference. Most of the major Agency personnel management issues were discussed and lines of study were agreed on.

2. Position Classification: During the past month, we have been surveying the rate of pay of instructor positions involved with training Data Processing Programmers. The information received from various private industrial concerns appears to indicate that our rate of pay for instructors in this field is competitive with the major companies in this country.

3. Church Services - Ash Wednesday: Religious services were held in the auditorium on Ash Wednesday, 19 February 1969. There were 214 attending the Protestant service and 629 attending the Catholic Mass.

25X1A [redacted]

/s/ Robert S. Wattles

Robert S. Wattles
Director of Personnel

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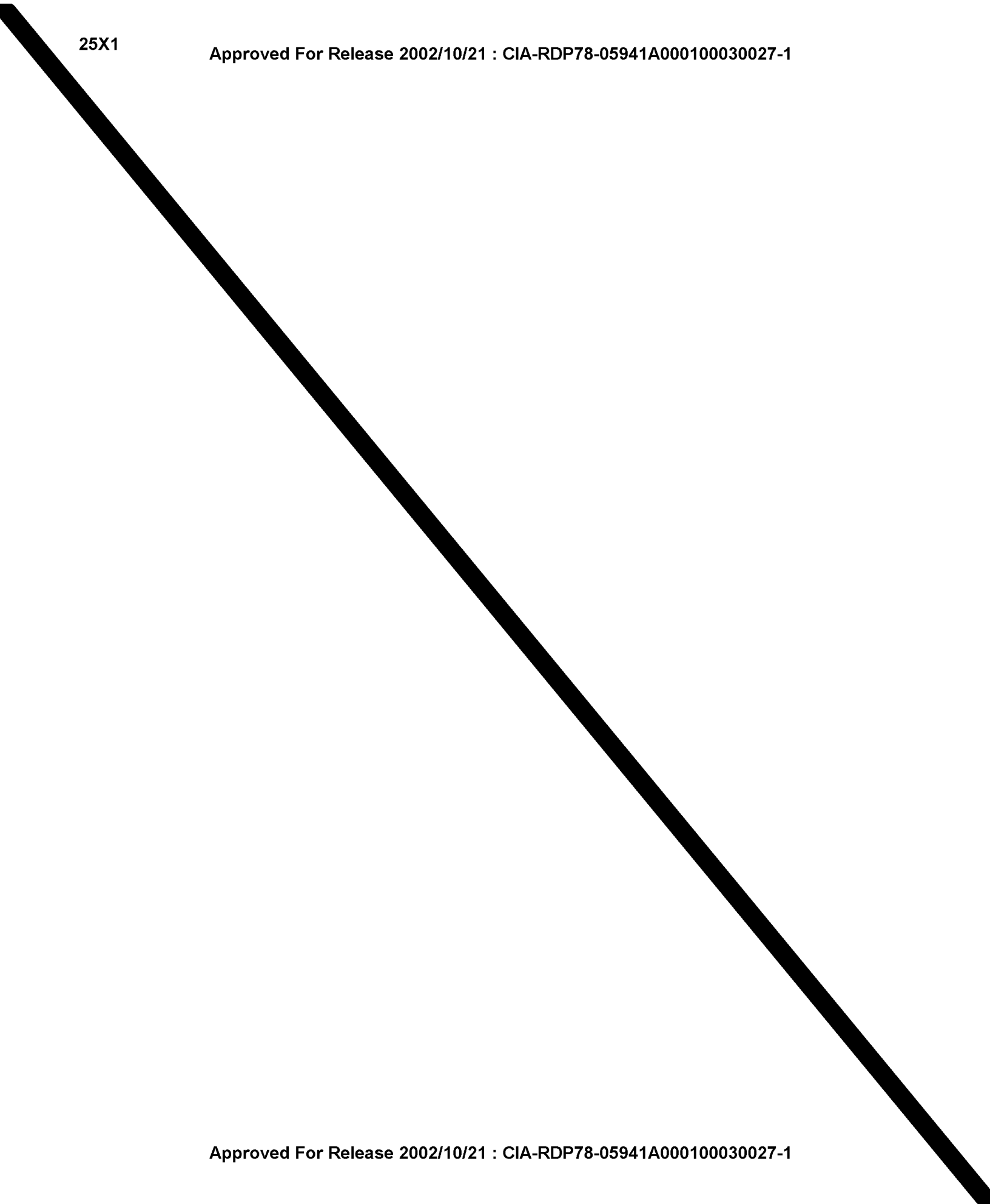

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MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 14 February 1969

1. Honor Awards: The 82 recommendations for the Honor Awards resulting from the TET Offensive last January were received in the Office of Personnel this week. They will be placed before the Honor and Merit Award Board in early March.

2. Suggestion Awards: The Suggestion Award Committee approved four cash awards for $150, $100, $100 and $75 respectively. The Committee also recommended approval of an award of $10,000 for an extraordinary achievement that avoided the expenditure of almost $4,000,000 coupled with far-reaching intangible benefits.

3. Lenten Season Religious Services - 1969: Arrangements have been completed to have religious services, Catholic and Protestant, during the 1969 Lenten Season on Ash Wednesday, 19 February, and Good Friday, 4 April.

Catholic Mass will be at 12:30 p.m. and will be conducted by Rev. Jules L. Claes, C.I.C.M., St. John's Catholic Church, McLean, Virginia. The Protestant services will be at 11:00 a.m. with the Ash Wednesday service conducted by Rev. Mahlon H. Elliott, Walker Chapel Methodist Church, Arlington, Virginia. The Good Friday program will be conducted by Rev. William L. Nies, Holy Trinity Lutheran Church, Falls Church, Virginia.

4. Project Men: Attached is a report from Mr. [redacted] concerning Project Men. 25X1A

Robert S. Wattles
Director of Personnel

Att.

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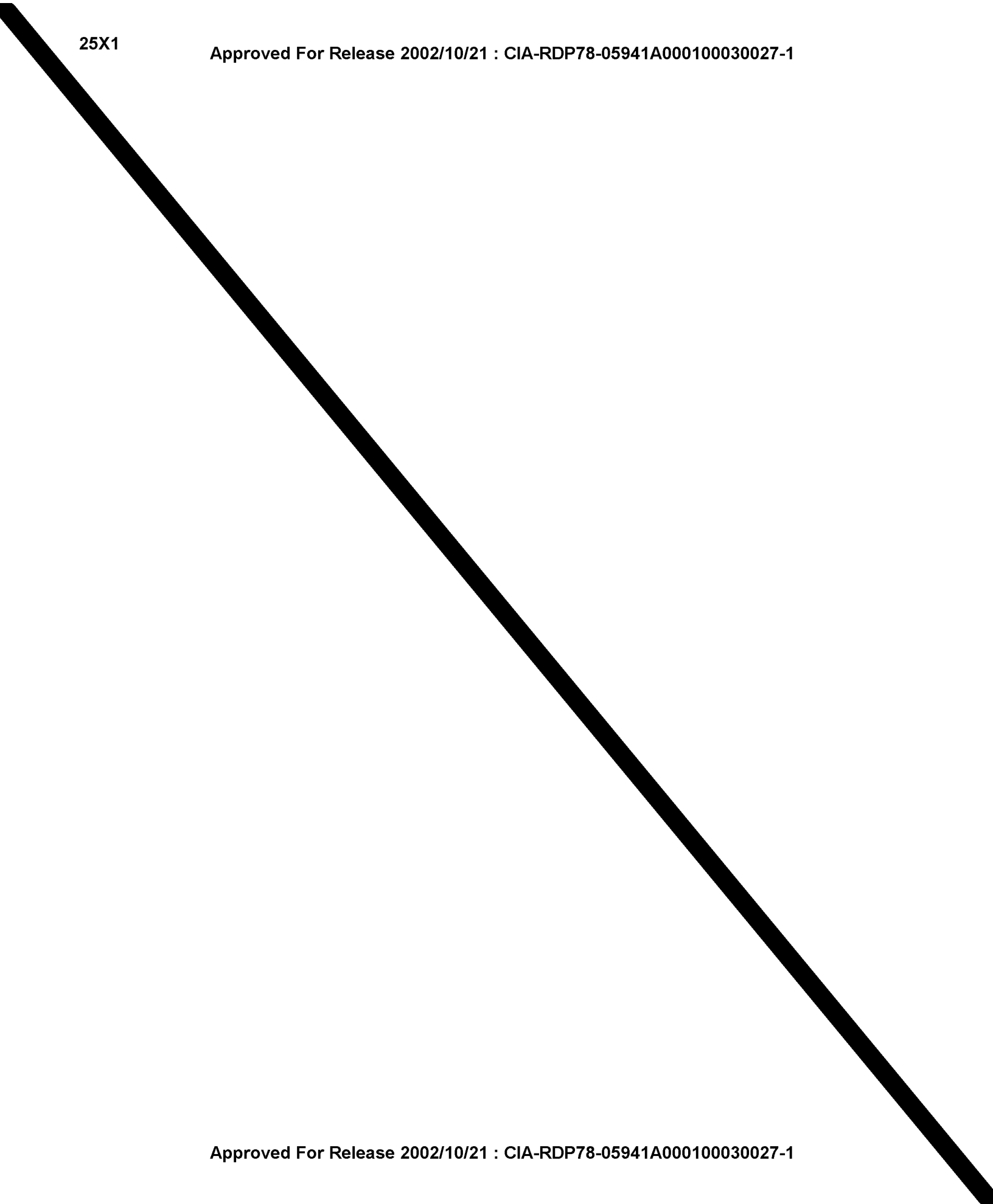

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14 FEB 1969

MEMORANDUM FOR: Director of Personnel

SUBJECT : Status Report on Project MEN

1. The Agency Orientation Tour and luncheon arranged for the Bertie Backus JHS students and Agency host participants was held, as scheduled, on Tuesday, 11 February 1969. A copy of the schedule is attached. The program ran smoothly as a result of the careful pre-planning of Agency officials who participated.

2. Probably the most noteworthy item was the keen interest displayed by the twenty-five volunteer hosts (several also were speakers in the tour) who attended the luncheon for the students. They all expressed their personal appreciation for both the Agency undertaking such a program and their being part of it. Also of significance was the fact that CIA was the first U.S. Government agency to run such a program for a group. Internally, the project probably furnished the first opportunity for so many of the Agency's Negro male employees to meet together for a common objective. The hosts indeed did reflect credit to the Agency, were very responsive and quickly established rapport with these ten students.

3. Of almost equal significance were the verbal reactions of the Agency passers-by (to the group) and the non-involved cafeteria audience. Generally, it was to the tune of "Can this be happening in CIA!" or "a worthwhile venture," etc.

4. For the record, NPIC had 8 volunteer hosts; OBGI-5, CRS-4, OCS-2; and the rest from such Agency components as OSI, O/DDI, OS.

5. Possibly the most rewarding episode occurred in a post-luncheon discussion with several Agency hosts who, to a man, indicated that this program should be continued with the Agency trying to host a group of boys from the Shaw JHS (probably the worst neighborhood in Washington). It was their feeling that these boys also needed this type of exposure perhaps more than the group from Backus (which is in a middle class neighborhood). Each of these employees expressed a deep sense of personal civic responsibility and a willingness to participate even more fully in any such future tours.

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SIGNED

25X1A

Coordinator, Project MEN

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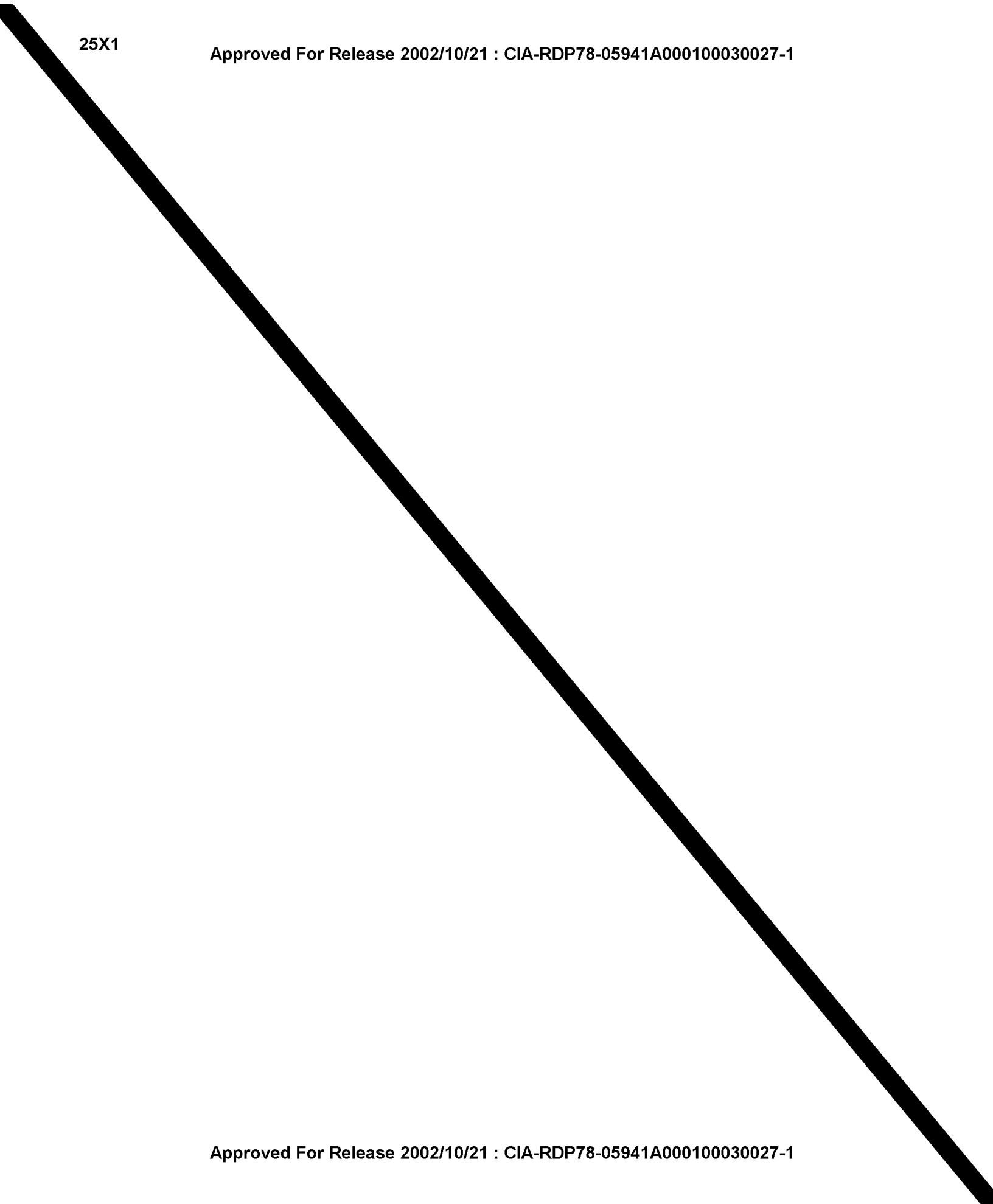

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11 February 1969

ORIENTATION TOUR OF AGENCY
FOR
BERTIE BACKUS JUNIOR HIGH SCHOOL STUDENTS

8:30 a.m.	Pick up 10 Students at Backus Junior High School		
9:15 a.m.	Security Check-In	Main Entrance, Headquarters Building [redacted] Security Officer	25X1A
9:30 a.m. (10:00)	Agency Orientation	[redacted] Briefing Officer, DDS Conference Room, 7D34	25X1A
10:10 a.m. (10:40)	CIA Library Tour	[redacted] Librarian CIA Library, 1E41	25X1A
10:50 a.m. (11:30)	Computer Center Tour	[redacted] 0513A	25X1A
11:35 a.m. (12:15)	Cartographic Division (GH 08) Map Library Room Map Computer Plotter	[redacted] l Center 3F50) (Special Security Arrangements [redacted]	25X1A
12:15 p.m. (1:30)	Lunch	North Cafeteria	
25X1 1:30 p.m. (2:00)	Printing Plant Tour [redacted]	[redacted]	25X1A
2:00 p.m. (2:15)	Walking Tour of Fitness Room, BE 48		
2:15 p.m. (3:00)	Agency Guard Security Operations Physical Guard Activities Vehicular Tour of HQS. Security Patrol Operations	[redacted] 1E26 Captain of the Guards	

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MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 7 February 1963

1. Retirement Counseling: [redacted] reports that, at the present time, 469 employees plan to attend the Financial and Estate Planning Seminar scheduled for 25 and 26 February. In addition, we have had requests to attend this seminar from other employees not in the age 40 group whom we will not be able to accommodate at this running. It is obvious that this one running is inadequate to meet the demand and we are planning to offer a duplicate seminar within the next three or four months. 25X1A

2. Pay Raise: The Office of Personnel phase of work necessary to implement the pay raise for certain supergrade and all executive pay scale personnel will be completed today. The next step is to send to the Office of Finance the pay notification forms in order that they can complete their phase of the work. Our list of [redacted] eligibles is being compared with a list compiled by OF to ensure that no employee is overlooked. 25X9

3. Position Survey in the Clandestine Services: A joint study by representatives of this Office and the Clandestine Services is being conducted throughout the Clandestine Services with the objective of providing better career possibilities for women. The possible conversion of some Operations Officer positions in grades GS-09 through GS-12 to Intelligence Analyst positions is being studied. It appears that this study may result in a program that will provide more higher grade opportunities for women without increasing grade average.

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4. Recruitment: Information has been received from the Placement Office of Macalester College in St. Paul, Minnesota that an anti-Agency demonstration is being planned for Recruiter [redacted] visit scheduled for 13 February. The proposed visit has been cancelled and arrangements have 25X1A

25X1A [redacted]

5. Cooperative Education: Mr. William Hitch, Coordinator of Cooperative Education at Georgia Tech visited the Agency on Tuesday, 4 February for a briefing at FMSAC. In addition, he visited with four Tech co-ops on duty with FMSAC.

Robert S. Wattles
Director of Personnel

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25X1A OD/Pers/[redacted]:mtw (10 Feb 69)

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3 FEB 1969

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 31 January 1969

1. Summer Intern Program: Mr. [redacted] talked to a group of 25X1A twenty-three Photographic Science students concerning summer employment in NPIC during his trip to Rochester Institute of Technology on 29 January. Nineteen of this group were interviewed individually and four were selected for further consideration. This is a smaller proportion selected than in 25X1A the past but Mr. [redacted] reports that the quality of the group was lower than usual.

2. Trip to National Security Agency: Arrangements have been made with National Security Agency personnel officials to send two members of our Position Management and Compensation Division to NSA to secure information about NSA intelligence positions which are similar to positions we have in the Foreign Missile and Space Center.

3. Reorganization of the Office of Finance: The proposed reorganization of the Office of Finance will be submitted to the Executive Director-Comptroller shortly. While organizational changes are substantial there is no change in the total number of supergrade positions and only a small increase in average grade.

4. Recruitment: Our recruitment visit to the University of Illinois (Chicago Circle Campus) last week was cancelled because of anticipated demonstrations. Arrangements were made to complete the interviews out of our

25X1A [redacted]

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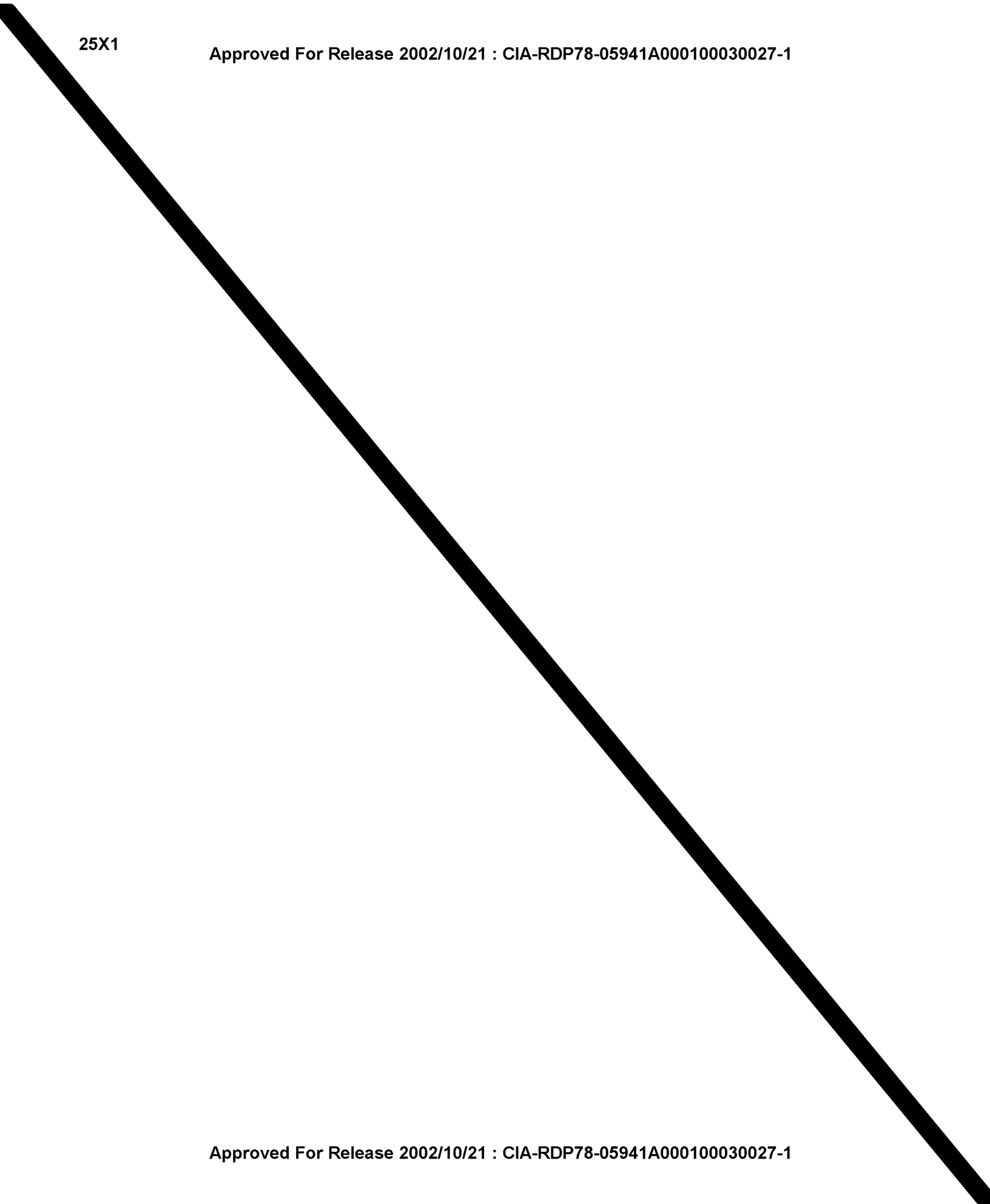

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MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 24 January 1969

1. Cooperative Education: The attendance of Mr. [redacted] at 25X1A the annual Cooperative Education Association Conference in Flint, Michigan, was more profitable than usual. Information on comparative salary scales was an important subject on the Agenda. His membership on the Association's Civil Service Committee and participation in a symposium on "Co-op Wages" and another on "Co-oping with the Government" led him to the conclusion that our present scale is satisfactory and competitive in today's Co-op market. All other government agencies complained about the low Civil Service scale and the red tape involved in their co-op employment. They envied our method of operation!

25X1A Mr. [redacted] has located two schools with whom we do not now co-op who may be of help to us in meeting our difficult photo interpretation requirements. The State University of Mississippi has started a co-op program in its Forestry Department and University of West Virginia hopes to start a program next summer. Foresters are a good source of photo interpreters and we hope these schools will be of assistance to us.

The Office of Security and Mr. [redacted] have approved a visit to the 25X1A University of West Florida by Mr. [redacted] and a representative of the 25X1A Office of Computer Services to talk to their System Science Department faculty and students. We will discuss the Co-op Program at the same time. The trip is planned for early spring.

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2. Position Classification: A classification survey of the Interrogation Research Division of the Office of Security is in process.

The survey of the Information Requirements Staff of the Intelligence Directorate is continuing.

The survey of Central Cover Staff is nearing completion. 25X1

[redacted]

4. Employee Activity Association: Valentine candy went on sale Thursday, 23 January. Sales have been good.

5. CEHA Meeting: The annual CEHA meeting was held on Wednesday, 22 January. The following incumbent members of the Board of Directors were re-elected.

O/Dir

John M. Clarke

DDS

Robert S. Wettlea

25X1A

DDI

25X1A

DDP

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6. **Increased Benefits - WAEPA:** Effective 21 January 1969, WAEPA increased its supplemental group life insurance coverage at no additional cost to its members, as reflected below:

Age Group	Amount of Basic Group Life Insurance	Supplemental Group Life Insurance	Accidental Death & Dismemberment	Total Coverage
up to 40 inclu.	$15,000	$15,000	$25,000	$55,000
41-50 inclu.	$15,000	$10,000	$25,000	$50,000
51-65 yrs.	$15,000	$ 5,000	$25,000	$45,000

The coverages provided under the Supplemental Group Life Insurance prior to 21 January 1969 were $10,000, $5,000, and $2,500 respectively.

Robert S. Wattles
Director of Personnel

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25X1A OD/Pers/[redacted]:rgs (27 Jan 69)

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MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 17 January 1969

1. Consultants: The quarterly report on consultants has been completed and forwarded to appropriate Agency officials. This report is current as of 31 December 1968. It lists all on-board consultants by name and component as well as those consultants in process.

2. Retired Government Civilian Annuitants: The semi-annual report to the Executive Director-Comptroller on retired Government civilian annuitants has been completed. The report shows that we have a total of 133 annuitants on board as of 31 December 1968. This is a decrease of six from the 30 June 1968 report.

3. Position Classification Matters: During the past week, new staffing complements in the Science & Technology Directorate were issued for the Office of Special Projects and the Office of ELINT. In addition, preliminary discussions were held concerning the proposed reorganization of the Office of Special Activities.

In the Support Services, we conducted preliminary discussions with appropriate officials of the Office of Communications concerning reorganization of their Headquarters components. The proposed reorganization of the Office of Finance is in the final stages of preparation.

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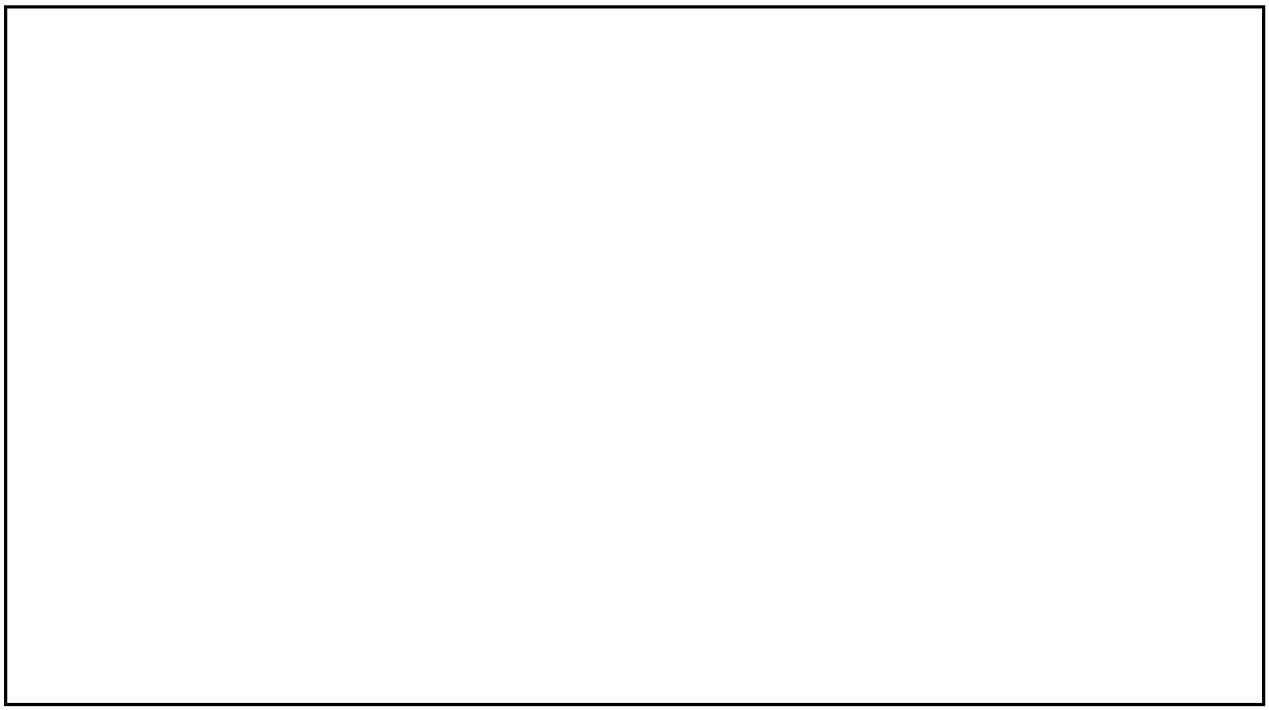
25X1C



6. Cooperative Education and Summer Intern Programs: Mr. [redacted] 25X1A recent trip to Virginia Polytechnic Institute resulted in five Forestry students being interviewed for Summer Intern positions in NPIC and IAS/DDI. Also, he interviewed nine co-op candidates for FMSAC. Four of the first five were selected to receive applications and seven of the latter group.

[redacted] ILLEGIB

Robert S. Wattles
Director of Personnel

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MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 10 January 1969

1. Cooperative Education and Summer Intern Program: On 16 January Mr. [redacted] will visit Virginia Polytechnic Institute, with representatives of Imagery Analysis Service and National Photographic Interpretation Center, to interview forestry and geology majors for summer employment. 25X1A

On Sunday, 19 January through Wednesday, 22 January, Mr. [redacted] will be at the annual conference of the Cooperative Education Association in Flint, Michigan, at the General Motors Institute. 25X1A

2. Income Tax: A special course on the preparation of income tax returns for Agency personnel was conducted by two specialists from Internal Revenue Service on 9 and 10 January.

The course was attended by approximately 50 Agency personnel selected by the Support Officers in the divisions and independent offices. The course covered the preparation of state and local forms as well as the federal form.

Blank income tax forms for Agency personnel will be available in the Credit Union at Headquarters Building on 27 January.

[redacted] 25X1A

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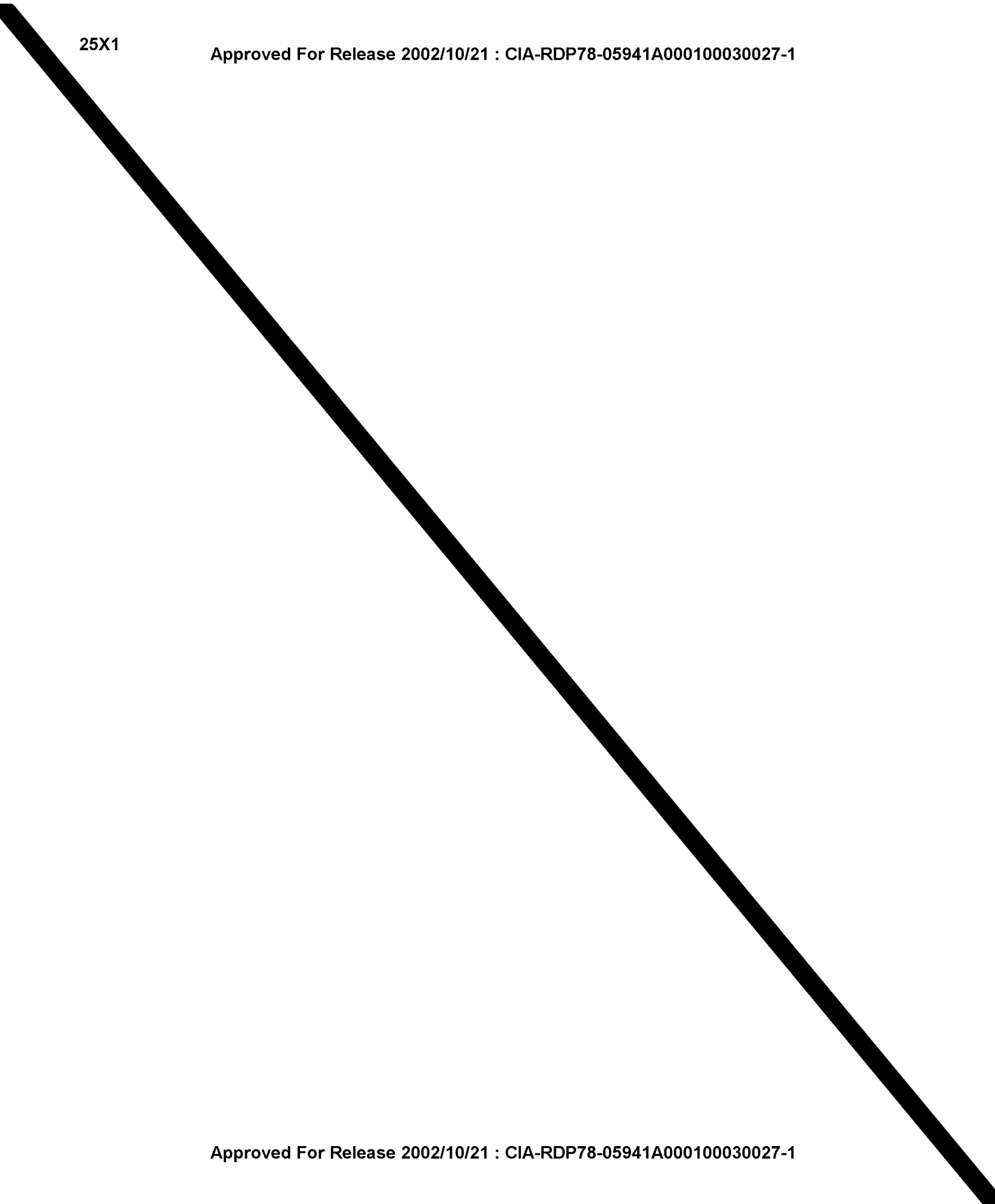

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